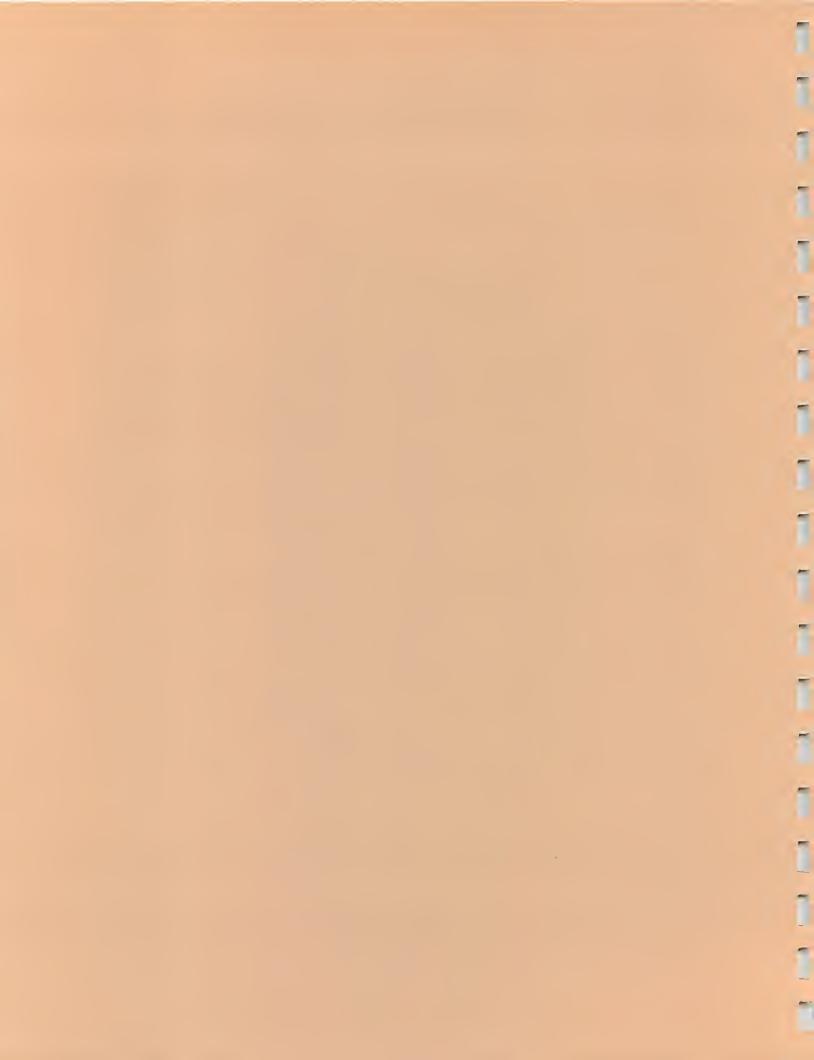
USING THE

# TI-WRITER WORD PROCESSOR

AND DERIVATIVES



# TI-WRITER WORD PROCESSOR

an Abridged Manual

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How many of you have a typewriter, please raise your hand, keep your hand up if your typewriter has interchangeable text. How about automatic bold and underline. Or some amount of memory storage (for letter heads, etc.). How about an erase key? Those of you left have probably got a pretty expensive piece of machinery, but TI-Writer has many times the functions, or features of the best typewriters. With TI-Writer, your only limitation is your own creativity.

To start off with, what will you need to operate your Word Processor. You must have the 99/4A console (TI-Writer won't work with the 99/4), a TV or monitor, the cartridge and disk package (or one of the disk-based versions of the cartridge), the disk system, memory expansion, the RS232 interface, and a printer. In other words, the whole works. The printer is something you definitely want to be careful in choosing because all of your work will be in vain if you can't print out exactly what you type in, and with an attractive appearance.

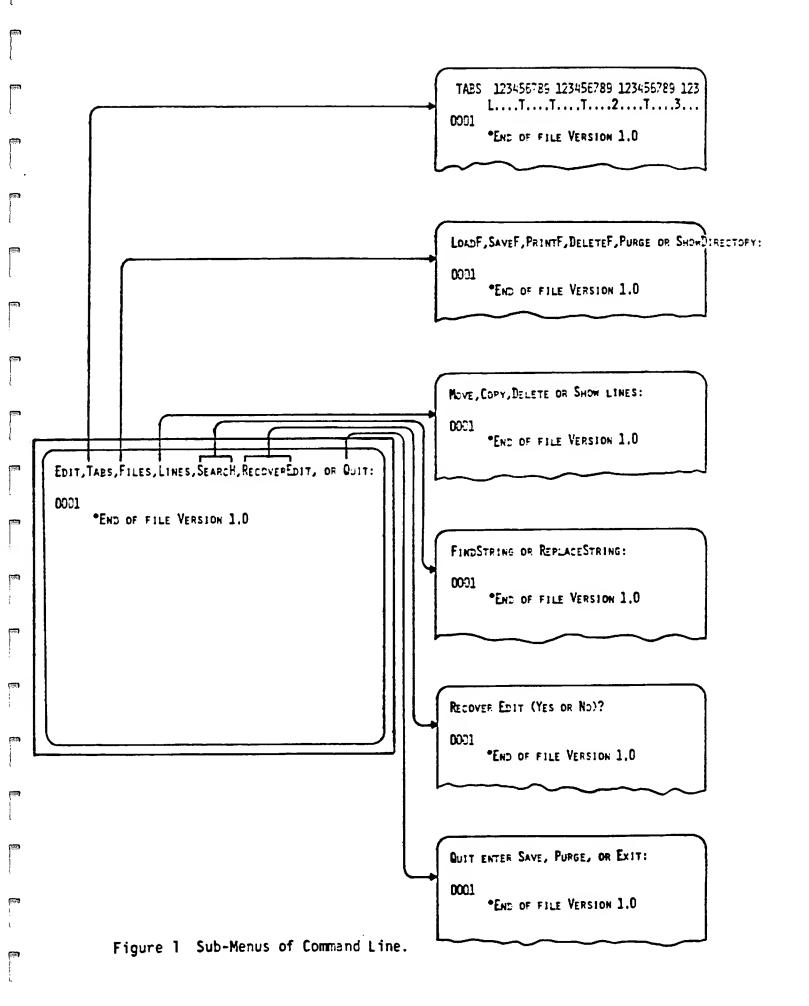
Using TI-Writer can be as simple as turning on all the hardware, select Text Editor from the menu, type "E" for Edit, and start typing words on the screen, just like you would type a letter on a typewriter. After your typing is done, you press FCTN 9, then "PF" and ENTER, then your printer name, and bingo, you've got a copy to mail to your Aunt Sue.

On the other hand, the whole TI-Writer manual, except for graphics, was printed using TI-Writer. Also, some TI magazines use TI-Writer to develop material which is sent to the printer, in place of typewriters. So, there is an amazing range of complexity and features to the system, but no matter how involved you start out, you'll learn more and more as you work with it. That is the key: you must use a piece of software to become really familiar with it. But to advance beyond the basics, lets look at some of commands and features you'll want to learn how to use.

Triple

First, let's look at the command line. That's the line at the top of the screen when you're in the command mode. There are seven commands shown and sixteen sub-commands that are options of the main seven. The commands are selected by typing only the letters that are capitalized in the word. For instance: "F" for Files, "SH" for SearcH, or "LF" for Load File. An interesting point: you can access any of the sub-commands from the main command menu. In other words, to ShowDirectory (which is a disk catalog) you would enter the command mode, (FCTN 9), and either type "F" for files, and "SD" for ShowDirectory, or just type "SD" immediately. This feature saves a lot of time and keystrokes.

Figure 1 shows the sub-menus you see upon selecting each primary command.



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The first command is Edit. This simply enters you into the text-edit mode in which text is created. This is the place to start. Next is Tabs. When you hit "T", part of your text is shown with a scale across the top showing the current tabs and margins. Changes are made by simply typing over existing entries with the appropriate symbol: L(left); R(right); T(tab stop); or I(paragraph indent).

"F" for Files allows you to work with your text file as a Load, Save, Delete, Print, Purge, To whole. ShowDirectory. "PF" for Print File prints a "hard copy" the whole file, just as you see it on the screen. It doesn't print with any of the modifications made by the format commands (more on those later). "PF" is useful for making a fast copy of a long letter, or whatever, in order to check for errors without having to scroll back and forth or up and down. After selecting "PF", you will be prompted for where you want the printout to go. Either enter your printer device name (ie P10) or a disk filename (ie DSKn.filename). Purge simply erases the current file from memory to prepare for a new entry. Lastly, "SD" for Show Directory is disk Note that some earlier versions of the catalog feature. incorporate disk-based TI-Writer loaders did not command, because the routine was resident in the original cartridge. Later versions use their own catalog routines.

Next is "L" for Lines. This allows you to work with whole lines or groups of lines by moving them to somewhere else in the text, copying to somewhere else and leaving the original intact, to delete groups of lines, or to quickly move the cursor to some line in the text with the ShowLines option. When operating on single or multiple lines, you can define the range by specifying the start line, stop line, and "after" line. These parameters refer to: "Starting here, to there, and after there". For instance, to MOVE lines 10 to 20, and put them after line 50, select the Move Lines command, with "M", then enter 10 20 50.

Search (or "SH") gives you the option of either the FindString routine or the ReplaceString routine. FindString will move the cursor to the first and/or each successive use of the word string you give. ReplaceString searches the text for a given string and replaces all or one occurrence with the new string. This is great for correcting a repetitive spelling error. The search strings must be enclosed with a "/" character. To find the word CAT, enter /CAT/ as the findstring. To replace, /CUT/CAT/ would replace the first, or subsequent, occurence of "CUT" with "CAT". If you include column numbers in front of the searchstring, the search will be limited to that column range. (ie 20 30 /CUT/CAT/).

RecoverEdit is a failsafe repair in case the text buffer was purged in either the File or Quit command. It will pull back everything but the first line and restore the file.

Finally, Quit, as the name implies, blows it all apart and leaves you with the entry menu. But before it goes, all open files are closed (such as to disk or printer) so no data is lost. Fortunately, it first gives you the option of saving your file (in case you forgot to do that already) or just purging the file and going back to the edit mode. But if you really want to quit, you type "E" for Exit and it shuts down.

Now let's go over the keyboard. Il-Writer makes extensive use of the FCTN and CTRL keys and uses every possible function of the top line of keys (the numbers). There are also many functions that have duplicate methods of keystrokes to activate them. For instance, to enter the command mode, The reason for this you either press FCTN 9 or CTRL C. duplication is to allow you to choose which is easiest to use depending on where your fingers are at. The problem though, is that it can be very confusing trying to remember the fifty different key combinations that the thirty activate functions! A better method is to just pick which keys you're What I going to use for what function and ignore the rest. do is use the number line keys for anything shown on the overlay strip and just memorize the few functions hidden down in the keyboard.

Figure 2 shows the /4A keyboard with each key marked with it's function. "Alternate" keys, where they exist, are shown in parentheses.

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	ROLL	CL	LEFT JRSOR) S LEFT JRSOS	(RIGHT CURSOR) D RIGHT CURSOR		G (INSERT	) (1.45T PARAGRAF H	(NEXT TARAGRAF J	DEL ENI OF LINE K	HOM: CURSOR L	j	ENTER
	<b>B</b> HIFT	(000	5!)		(COPMAN) ESCAPE) E	BEGINNING OF LINE V	ROLL UF)	DEL LINE) N	(NEW PARAGRAPH) M	,	•	SHIFT
	ALPHA LOCK	СТІ	RL				SP	A C E				FCTN

Figure 2 Keyboard Layout, Showing Keystroke Functions.

CTRL-Key Functions Above Letter, FCTN-Key Functions Below Letter.

(Alternate Keystrokes in Farentheses.)

Table 1 lists the functions and keystrokes required to activate them, starting with the overlay strip, and ending with the few "down under".

ODFS! C-1/C-Z This can be a real lifesaver. It recovers "backs up" a function that you didn't mean to him when you hit "Delete Line" instead of "End of the character", hitting ODFS! will bring the line backs.	•
	nsert
Del Char F-1/C-F This is the same DEL in console BASIC. It do not character under the cursor and pulls the rest the line up to fill.	
Reformat C-2/C-R This is used to close up the text after Insert Character. It deletes all spaces between cursor and the next word in the text. Then it all subsequent words up through the paragraph it encounters a Carriage Return.	the draws
Ins Char F-2/C-G In the Word Wrap mode (solid cursor), espaces are inserted after the cursor and the bull the test is pushed down the page. After you in new text, you hit Reformat and any remaining sare removed. In the Fixed mode (hollow cursor), operates the same as in console BASIC.	k of nsert spaces
Screen C-3  This allows you to choose which of the five screen color combinations you prefer. The defau white on dark blue; next is black on light of then white on medium green; black on cyan; lastly, white on black.	ilt is preen;
Del Line F-3/C-N Delete the entire line that the cursor is including the space of the line.	on,
Next C-4/C-J This advances the cursor to the beginning of following paragraph and puts the first line at top of the page.	
Roll Down F-4/C-A This is called a "Vertical Block Scroll", means that the next 24 lines of text are shown. is handy for scanning quickly down the text to some point.	This
Dupe Line C-5  This creates an exact duplicate of the line cursor is on and places it directly below. The or Copy Commands can do the same, but this ker faster when you need repetitive lines.	Move
Next F-5 This is a "Horizontal Block Scroll". It across to display the next block of 40 character increments of 20. For example, the screen start on column 1 to 40, then 20 to 60, then 40 to 80.	s out
Last   Paragraph   C-6/C-H   The opposite of "Next Paragraph".	
Roll up F-6/C-B The opposite of "Roll Down".	

Table 1 Text Editor Functions, and Keystrokes Activating Them.

Word Tab	C-7/C-W	This moves the cursor down the line to the first letter of each word.
Tab	F-7/C-I	Just like on a typewriter, this moves the cursor to the next setting, defined using the Tab function on the Command Line.
New Paragraph	C-8/C-M	This places a Carriage Return symbol at the end of the line you're on and skips down to the next line. If you have preset an auto-indent, (by using an "I" in Tabs) then it also indents over to the proper column.
Ins Line	F-8/C-0	Inserts a blank line above the line the cursor is on.
New Page	C-9/C-P	Inserts a blank line with a Pa and Cr symbol at the beginning. This causes the printer to feed to the next page.
Command/ Escape	F-9/C-C	This is how you exit from the edit mode to get to the Command Line. It is also used to cancel a command in progress.
Word Wrap	C-0	This switches from the Word Wrap mode to the Fixed mode. In Word Wrap, when you reach the end of a line, the cursor and the word you are typing jump down to the next line. This allows you to just type continuously without looking up to see when to hit ENTER. In the Fixed mode, when you reach the end of the line, your letters just pile on top of each other and you must hit ENTER to move to the next line.
Line Numbers	F-Ø	This removes or displays the four-digit line numbers at the left side of the screen. The numbers are used for reference when manipulating blocks or lines of text.
Quit	F-=	Quit is the same as in console BASIC. Use the Quit option of the Command Line to exit safely.
Back Tab	C-T	The same as the Tab Key, except it backs up one setting.
Beginning of Line	C-V	Moves the cursor to the beginning of the line you're on.
Del.End of Line	C-K	This blanks out the remainder of the current line, from the current cursor position.
Home Cursor	C-L	This moves the cursor to Row 1, Column 1, on the screen only. It does not move to the first line of the document.
L. Margin Release		Allows you to temporarily backspace beyond the left margin when it has been set past zero.

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Now, if you're still following along you may be quite confused with this onslaught of information. Obviously, you can't learn all of this in one sitting, but after using TI-Writer for a while you start to pick things up as you need Rest assured, you do spend the majority of your time The purpose of most of the functions I've mentioned typing. are to manipulate the text which is already in the file. This document is not intended to be a substitute for the Rather, I have simply tried to cover all TI-Writer manual. of this in order to bring something to your attention that you might have missed, or to peak your interest in the capability of the TI-Writer software. If you do not have the manual, some copies may available by calling original 1-800-TI-CARES.

This completes the chapter on using the Text Editor section. Next chapter, I'll cover the Text Formatter side of TI-Writer. The main thing to master is the use of the Format commands, which are hidden in your text and send the control codes through to the printer to activate the many features of dot-matrix printers. I will also go into the use of the Mail-List option and the ability to have the computer prompt you for keyboard input.

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#### TEXT FORMATTER

In the previous chapter I went over the Text Editor in detail to show you how to create a document and make use of the many features that aid in creating text. Now I want to cover the Text Formatter, which prints out the document. Most importantly, the special symbols, called Format Commands, that the formatter uses to alter the print-out of the document, which are installed in the Text Editor.

Format commands are put into the text when you write it and as the formatter comes across them it changes the text accordingly but doesn't actually print the symbols.

The use of these commands in your text is what separates the word processor from a typewriter. They allow you to get the most out of your printer.

There are six groups of formatter commands that are all applied in a similar manner. All commands must be in caps and must be on a line that starts with a period and ends with a Carriage Return.

Text Dimension commands, as the name implies, move or shape the words in the document (margins, linespacing, right justify, etc.) FI FILL NF NO FILL AD ADJUST NA NO THE LEFT NA NO ADJUST NA NO ADJUST NA NO ADJUST NA NO ADJUST NA NO THE LEFT NA NO ADJUST NA NO ADJUST NA NO THA ADJUST NA NO THA ADJUST NA NO THA ADJUST NA NO ADJUST NA NO THA ADJUST NA NO			
ADJUST NO ADJUST NO ADJUST CANCELS ADJUST. LIM n RT MARGIN SETS LEFT MARGIN TO "n". RM n RT MARGIN SETS LEFT MARGIN TO "n". CREATES A PARAGRAPH AUTO-INDENT FROM LEFT MARGIN. LS n LINE SF PL n BEGIN FG DEFINES NUMBER OF LINES TO A PAGE.  DEFINES FIRST LINE OF NEW PAGE.  Internal Format commands control the spacing of characters on a line. SP n SPACE CE n CENTER CENTER CENTERS NEXT "n" LINES BETWEEN MARGINS.  Highlighting commands control functions such as underline or bold and allow you to redefine characters to use them to send CTRL codes to the printer REGUIRED SPACE UNDERLINE UNDERLINE CO T COMMENT COMMEN	the doc	ument (març  FILL	gins, linespacing, right justify, etc.)  PUTS AS MANY WORDS ON A LINE AS WILL FIT.
RT MARGIN SETS RIGHT MARGIN TO "n".  IN n INDENT  LS n LINE SP PL n BEGIN PG DEFINES NUMBER OF LINES TO A PAGE.  BP BEGIN PG DEFINES FIRST LINE OF NEW PAGE.  Internal Format commands control the spacing of characters on a line.  SP n SPACE SIMILAR TO THE TAR FUNCTION.  CE n CENTER CENTERS NEXT "n" LINES BETWEEN MARGINS.  Highlighting commands control functions such as underline or bold and allow you to redefine characters to use them to send CTRL codes to the printer SPACE UNDERLINE  BOLD REGUIRED SPACE (UNDERSINES HUNDERLINE, ETC.  UNDERLINE BOLD (UNDERSINES ALL TEXT FOLLOWING UNTIL NEXT FACE.  CO t COMMENT SHILLAR TO REM IN BASIC—ALLOWS NOTES THAT DON'T PRINT.  Page identification commands print notes in the upper or lower corner of each page, either headers or focters.  FA PAGE RESETS FAGE NUMBER IN .HE AND .FO  File management commands  INCLUDE RESETS FAGE NUMBER IN .HE AND .FO  File management commands  MERGES A FILE TO PRINT A DOCUMENT TOOL LARGE FOR ONE FILE.  Mail Merge option commands are used to supply values to the variables in eletter that has been set up for the mail merge option  ML f MAIL LIST IDENTIFIES VALUE FILE (+) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT (±) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FEXT (±) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINT IDENTIFIES VALUE FILE (+) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FOR THE MAIL LIST INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FOR THE MAIL LIST INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FOR THE MAIL LIST INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FOR THE MAIL LIST INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PRINTS FOR THE MAIL LIST INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  PROMPTS YOU USING TEXT "TO ASSIGN TO VARIABLE (*n*).	. AD . NA	ADJUST NO ADJUST	ALIGNS THE TEXT TO THE LEFT AND RIGHT MARGINS. (RT. JUSTIFY) CANCELS ADJUST.
Internal Format commands control the spacing of characters on a line.  SP n	.RM n .IN n	RT MARGIN INDENT LINE SF	SETS RIGHT MARGIN TO "n". CREATES A PARAGRAPH AUTO-INDENT FROM LEFT MARGIN. SETS LINE SPACING TO "n" LINES.
SP n CENTER SIMILAR TO THE TAB FUNCTION.  CENTER NEXT "n" LINES BETWEEN MARGINS.  Highlighting commands control functions such as underline or bold and allow you to redefine characters to use them to send CTRL codes to the printer SPACE SPACE UNDERLINE SPACE UNDERLINE, UNDERLINE, ETC.  UNDERLINE (UNDERSCORE) UNDERLINES ALL TEXT FOLLOWING UNTIL NEXT FACE.  UNDERLINE (OVERSTRIKE) RETYPES FOLLOWING TEXT FOUR TIMES.  TL xx TRANS- ALLOWS REASSIGNMENT OF ONE CHARACTER TO REPRESENT A NUMBER OF CHARACTER VALUES TO SEND CODES TO THE PRINTER.  CO t COMMENT SIMILAR TO REM IN BASICALLOWS NOTES THAT DON'T FRINT.  Page identification commands print notes in the upper or lower corner of heach page, either headers or footers.  HE t HEADER PRINTS TEXT (t) AND PAGE NUMBER AT TOP OF EACH PAGE.  FO t FOOTER PRINTS TEXT (t) AND PAGE NUMBER AT BOTTOM OF EACH PAGE.  FA PAGE RESETS FAGE NUMBER IN .HE AND .FO  File management commands  IF f INCLUDE RESETS FAGE NUMBER IN .HE AND .FO  File management commands  MERGES A FILE TO PRINT A DOCUMENT TOO LARGE FOR ONE FILE.  Mail Merge option commands are used to supply values to the variables in eletter that has been set up for the mail merge option  .ML f MAIL LIST IDENTIFIES VALUE FILE (f) FOR MAIL LIST.  VARIABLE VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  DP n:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).			
allow you to redefine characters to use them to send CTRL codes to the printer  REQUIRED JOINS WORDS TOGETHER WHEN REQUIRED TO PREVENT SPLITTING IN  REFORMATING, UNDERLINE, ETC.  UNDERLINE BOLD (OVERSTRIKE) RETYPES FOLLOWING UNTIL NEXT FACE.  COVERSTRIKE) RETYPES FOLLOWING TEXT FOUR TIMES.  ALLOWS REASSIGNMENT OF ONE CHARACTER TO REPRESENT A NUMBER OF CHARACTER VALUES TO SEND CODES TO THE PRINTER.  CO t COMMENT SIMILAR TO REM IN BASICALLOWS NOTES THAT DONT PRINT.  Page identification commands print notes in the upper or lower corner of each page, either headers or footers.  HE t HEADER PRINTS TEXT (t) AND PAGE NUMBER AT TOP OF EACH PAGE.  FO TERM RESETS PAGE NUMBER IN .HE AND .FO  File management commands  IF f INCLUDE REGES A FILE TO PRINT A DOCUMENT TOO LARGE FOR ONE FILE.  Mail Merge option commands are used to supply values to the variables in a letter that has been set up for the mail merge option  .ML f MAIL LIST IDENTIFIES VALUE FILE (f) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  DP D:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).	.SF n	SPACE	SIMILAR TO THE TAR FUNCTION.
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LITERATE COMMENT SIMILAR TO REM IN BASIC—ALLOWS NOTES THAT DONT PRINT.  Page identification commands print notes in the upper or lower corner of each page, either headers or focters.  HE t HEADER PRINTS TEXT (t) AND PAGE NUMBER AT TOP OF EACH PAGE.  FO T FOOTER PRINTS TEXT (t) AND PAGE NUMBER AT BOTTOM OF EACH PAGE.  PAGE ** RESETS PAGE NUMBER IN .HE AND .FO  File management commands  IF f INCLUDE MERGES A FILE TO PRINT A DOCUMENT TOO LARGE FOR ONE FILE.  Mail Merge option commands are used to supply values to the variables in a letter that has been set up for the mail merge option  ML f MAIL LIST IDENTIFIES VALUE FILE (f) FOR MAIL LIST.  **N* VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  DP n:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).	@	UNDERLINE BOLD	(UNDERSCORE) UNDERLINES ALL TEXT FOLLOWING UNTIL NEXT FACE. (OVERSTRIKE) RETYPES FOLLOWING TEXT FOUR TIMES.
each page, either headers or footers.  HE t HEADER PRINTS TEXT (t) AND PAGE NUMBER AT TOP OF EACH PAGE.  FO t FOOTER PRINTS TEXT (t) AND PAGE NUMBER AT BOTTOM OF EACH PAGE.  PAGE # RESETS PAGE NUMBER IN .HE AND .FO  File management commands  IF f INCLUDE MERGES A FILE TO PRINT A DOCUMENT TOO LARGE FOR ONE FILE.  Mail Merge option commands are used to supply values to the variables in a letter that has been set up for the mail merge option  ML f MAIL LIST IDENTIFIES VALUE FILE (f) FOR MAIL LIST.  **N* VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  DP n:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).		LITERATE	OF CHARACTER VALUES TO SEND CODES TO THE PRINTER.
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Mail Merge option commands are used to supply values to the variables in a letter that has been set up for the mail merge option  MAIL LIST IDENTIFIES VALUE FILE (f) FOR MAIL LIST.  VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  DP n:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).	.FO t	FOOTER	PRINTS TEXT (t) AND PAGE NUMBER AT BOTTOM OF EACH PAGE.
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*n* VARIABLE INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.  .DP n:t DISPLAY PROMPTS YOU USING TEXT "t" TO ASSIGN TO VARIABLE (*n*).	letter	that has b	een set up for the mail merge option
	*n*	VARIABLE DISPLAY	INSERTED IN TEXT AS VARIABLE FOR ASSIGNMENT FROM VALUE FILE.

Table 2 Formatter Commands.

So, now you've written your document, and inserted all the format commands, now how do you print it out? First, save the document and exit the Text Editor. At the title menu, select Text Formatter, (make sure the program disk is in the drive) and the screen will blank with the prompt "ENTER INPUT FILENAME". Enter the name of the file you just saved, (ex. DSE1.MYFILE) and hit enter.

Next, the prompt "ENTER PRINT DEVICENAME" appears after the file is loaded. If you use a serial printer, the device name would be RS232.BA=xxx with xxx being the baud rate. If you're using a parallel printer, the device name is FIO. Also, you must add either .CR or .LF to the end of the device name. This tells TI-Writer whether you're printer will handle the carriage return or the line feed. Check you're printer manual and the TI-Writer manual in detail to find out which you use. (For Epson printers, use ".LF")

The next prompt is "USE MAILING LIST". If you aren't printing "form letters" just hit enter to accept the default of N (ND).

Next is "WHAT PAGE(S)? <ALL). If you want to print the whole document, accept the default for all pages. Otherwise, you can print any of the pages or groups of pages.

The prompt "NUMBER OF COFIES: 1" tells how many copies of each page are to be printed. You can accept the default of one by hitting ENTER.

The last prompt is "FAUSE AT END OF PAGE? N". The main purpose of this function is if you are using separate sheets of paper it will stop and wait for you to align the next sheet. Another use, if you are using the original release of TI-Writer, is to save a little paper. TI-Writer had an annoying habit of scrolling one whole blank page up before starting to print, which is not that big of a deal since what's one piece of paper worth considering how much you go through normally. But if you're just running test samples of type styles, or the like, you end up with a lot of white paper at you're feet. To prevent this, type "Y" and turn off you're printer. Now hit enter and turn the printer on, you should see "FRESS ENTER TO CONTINUE" (the software thinks one page has been printed). If not, turn the printer on and off again. Now you align the paper to the top of the page and hit enter and the printing begins. But if it's a long letter, you'll have to sit there and hit enter after each page so usually it's better to select the default when using continuous feed paper. On the newer versions the preceding blank page is omitted.

Now, about the Mailing List Option. Let's say you've written a form letter to send out to various individuals, maybe a resume'. You write the letter as usual, but when you come to a name or address or something that will change with each letter, you put in it's place a variable in the form of \*n\*, where n is a number to identify the order. So instead of starting off with: "Dear Mr. Smith" you would have "Dear When you're all through with your Mr. \*1\*" and so on. letter, save it and purge the memory. Now you must create what is called a Value File, which is your mailing list where TI-Writer will draw the variables from. A value file consists of a list values to be inserted into the letter, listed one to a line, preceded by the number of the variable and ending with a carriage return symbol. Groups of values must be separated by a line with just an asterish and a carriage return. For example:

- 1 John Smith
- **2 123 STREET**
- 3 Seattle, WA
- #
- 1 Jane Doe
- **2 456 STREET**
- 3 Seattle, WA

At the top of your letter you insert the .ML f command where f is the filename of your value file. After selecting the mailing list option the computer will use this command to fill in the variables. If there is no .ML command in the letter then when you are prompted for "MAILING LIST NAME:" you supply the filename. This allows you to call on a number of files for different groups.

Another way to insert values is to use the Define Prompt command. With this command you do not insert a .ML command calling a value file and instead you insert lines containing the format: ".DF n:t" where n is the number of the variable and t is the prompt text. Now, when you come to the prompt "USE MAILING LIST?" you select "N" for NO and as the document is printed when a variable is encountered the printing stops and the text you chose appears on the screen asking you for the appropriate value. If you don't include a ".DF n:t" command in your text, the computer responds with "ENTER DATA FOR VARIABLE \*n\*" and it can get confusing trying to remember which item you're on. This method is handy for letters which you only want to print one copy at different times to different people.

Figure 3 is an sample form letter showing the use of MailList commands. Example one uses the Display Prompt command to query the user for for individual values. Example two uses a value file to fill in blanks.

<sup>®</sup>EλAMPLE ONE: Using Display Prompt Commands to Query For MailList Values.

- .DF 1: (Mr./Mrs./Miss)
- .DF 2:LAST NAME
- .DF 3: TODAY'S DATE
- .DP 4:DATE OF LETTER

\*3\*

Dear \*1\* \*2\*,

We have received your manuscript on \*4\* and we found it interesting but regret to inform you that at this time we are unable to accept any new work.

Thank You,

J.F. Silverspoon
The Never-Never Publishing Co.
New York, New York 10001

™EXAMPLE TWO: Using a Value File to Supply MailList Data.

\*3\*

Dear \*1\* \*2\*,

We have received your manuscript on \*4\* and we found it interesting but regret to inform you that at this time we are unable to accept any new work.

Thank You,

VALUE FILE THIS FILE WOULD BE STORED ON 1 Mr. DISK, AND 2 Smith 3 10/26/86 CALLED BY 4 14th THE TEXT FORMATTER FOR VALUES 1 Miss TO BE USED 2 Wilson FOR THESE 3 9/14/86 4 Eleventh VARIABLES.

J.P. Silverspoon The Never-Never Publishing Co. New York, New York 10001

Figure 3 Examples of MailList Files.

#### In Summary:

Let me tell you, this is one of the reasons why I bought a computer. I'm sure we all went through that period of time before buying a computer when we would ask: "what am I going to use a computer for, anyway?". Well I decided there were two things I wanted to do:

- 1) Store files of data (recipes, albums, Etc.)
- 2) Use my computer as a typewriter.

I didn't know about TI-WRITER when I bought the 99/4A, (and didn't know what a database is, for item 1) but now I know that I made the best choice possible. I hope you will all find TI-WRITER as easy to use and as powerful as I have.

#### AUTHOR'S NOTES:

I originally wrote this tutorial as a presentation I gave to my local User's Group, TIC TAC U.G. of North Seattle. I was asked to give the presentation because I used TI-Writer a lot, and was willing and able to answer questions people had. Later, as a member of the TI Forum on CompuServe, a trimmed down version of this TUT was the first Upload I ever contributed to the Forum's Data Libraries, thus opening up even more questions from the many people who used, but never \*quite\* understood this powerful Word Processor.

I want to take this opportunity to make it clear that I learned a great deal of the "inner secrets" through answering other peoples questions. Everytime someone came to me and said "How do I....", I grabbed the TW manual, dug out the answer (suprising myself in the process) and then put it in my own words. So, continue to ask people questions, for their own sake, and.... READ THE MANUAL. If you don't have one, try calling 1-800-TI-CARES as they still have some available for a minor charge.

Tom (TSK) Kennedy

APPENDIX A

TIPS & TRICKS

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TI-Writer is a powerful Word Processor, and much of that power can be attributed to the many commands and features available only a keystrole away. The problem many find, though, when learning to use this software is: "Which keystrole?"

We've all had one particular problem that stumped us for hou only to find a simple answer, and wonder: "Why didn't I see that?" In this section, I hope to uncover some of those simple answers to some of the most frequent questions I've been asked, perhaps some of the ones YOU have on your mind. Also, below, are some

miscellaneous tips that have never been well documented.

TIPS & TRICKS

#### ADVANCED SEARCH/REPLACE USES

It is possible to search and replace a "NULL" character character position that doesn't exist) in order to delete or insert text. For instance, execute the "RS" command from the command line, then enter: 1 1 //\*\*\*/ as the search parameter. This will search a column range from 1 to 1 for an occurrence of "Nothing", which theoretically exists at any column location. Upon finding the NULL, it will be replaced by a string of three \*'s. This is a fancy way of saying "Insert 3 \*'s in front of column 1". Conversely, the search string: 1.3 /\*\*\*// would remove those characters. WARNING: THE SEARCH STRING: 1 3 / // WILL CREATE AN ENDLESS LOOP IF IT OCCURS ON A BLANK LINE! This is because it finds the first 3 (or whatever) spaces, deletes them, draws up three more spaces to the right margin (from thin air), then deletes the first three, then....and so on. If you want to remove space characters, first replace them with some other unused character, then delete those.

PRINTING MORE THAN EIGHTY COLUMNS ON AN EIGHTY COLUMN PRINTER.

There are three steps to over-80 column text in TI-WRITER:

1) Get to the first line of your text. Now type the following keystrokes:

CONTROL-U SHIFT-O(not zero) CONTROL-U

The C-U enters/exits the "Special Character Mode", which allows you to insert HEXidecimal numbers into your text. The SHIFT-O generates a tiny "OF" (HEX OF=DEC 15=Condensed on an EFSON). The zero in "OF" will actually appear as a dot above a tiny little "F" on the screen.

That sets the printer, now to format the document:

Where needed in your document (usualy at the top) insert a blank line with the following sequence:

.RM 132;FI;AD <Carriage Return>

The line must start at column zero, with a "." for the first character, and a <CR> as the last.

You could also include a "LM xx" in there to set a left margin if you want, and of course you can change the "132" to whatever column you want.

For more info on the "Special Character Mode", see Appendix P

MOST ASKED QUESTIONS

HOW DO YOU BACKSPACE BEYOND THE LEFT MARGIN?

The Control-Y keystroke temporarily disables the left margin setting. NOTE: There is no right margin release (unfortunately')

(Mile)

WHEN USING THE ".HE" COMMAND TO PRINT A HEADER AND PAGE NUMBER, HOW DO YOU SUPPRESS THE PAGE NUMBER UNTIL A LATER PAGE?

The value of the page number in a header or footer is incremented on each page, and can be reset to start over at any number. To have NO value printed, (such as for an introduction page) use the ".PA" Format command, with a value of zero. The page numbering will begin on the following page, and a ".PA" at the end of each page will delay the numbering further.

CAN TI-WRITER SAVE FILES IN ANY FORMAT OTHER THAN D/V 80?

Yes, when using the PF command, either to print to a printer, or to print (save) to disk, you can insert one of two modifiers in front of the device name, separated by a space. The letter "C" in front (ie C PIO) will "clean" the file of any Control character, which can wreak havoc with printers or telecommunication transmissions. The letter "F" causes the file to be saved in Display/Fixed 80 mode, padding out any line shorter than 80 columns with spaces. This is handy when entering or modifying an Assembly Language Object file, which must be in D/F 80.

HOW DO YOU REFORMAT A TABLE CREATED IN FIXED MODE, WITHOUT TURNING IT INTO ONE PARAGRAPH?

Unfortunately, there is little help here. The only solution is to install a Carriage Return at the end of each line, and reformat each.

HOW DO THE TRANSLITERATE COMMANDS WORK?

The Transliterate command is a special type of Format Command that redefines any ASCII key value to equate it to a string of character values. This is most commonly used to send specific code values to a printer in order to activate special functions. The format is ".TL xxx:aa,bb,cc..." where xxx is the ASCII value of the key to be redefined, and aa, bb, etc., are the subsequent code values to be sent in place of xxx. You will have to check your printer manual to see which codes do what.

## AFFENDIX B

# SPECIAL CHARACTER MODE

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THE SFECIAL CHARACTER MODE

The Special Character mode of the TI-WRITER software is a method of sending the necessary commands to a printer in order to activate the many functions, such as different character fonts. Those who are familiar with using the Text Formatter of TI-WRITER may already know of using the Transliterate command to do just this. With Special Character mode, the .TL commands are not used. Instead, a number of "Special" characters, other than the normal ASCII range of 32 (space) to 127 (DEL), are generated and sent to the printer upon printout with either the PF command or the Text Formatter.

We have all seen the symbol that represents a Carriage Return installed at the end of a sentence or paragraph in our document, this is one of those "S-C"'s. the ASCII value of a Carriage Return is 13, and to send a CR to a printer you must send character number 13. (Not the VALUE 13) To activate the Special Character mode, you hit a CTRL-U, and the cursor symbol changes to an underline character. A second CTRL-U puts you back to normal mode.

To install a S-C in your document, you must first know what function of your printer you wish to invoke. Most printer manuals have a chart that lists the various functions and the codes needed to activate them, and it is very handy to have a copy of this list nearby when formatting a For instance, the sequence ESCape-"E" (ASCII values 27 & 69) will invoke Emphasised print in Epson printers, and if we send an ASCII-27, then an ASCII-69, the printer switches to Emphasised print. We know that ASCII-67 is a capital E, but ASCI1-27 (ESCape) is not a "type-able" character. Now we go to the list of Special Characters below, and we see that ASCII-27 can be generated by typing a FTCN-R while in S-C mode. The symbols generated by each S-C listed, are almost all are the Hexadecimal value of the ASCII code, compressed down to take up the space of only one character. ASCII-27 is HEX-1B and you will see a little "16". Right after the "ESC" character, you type CTRL-U to cancel the S-C mode, then type "E" for ASCII-69. In summary, the sequence to send the control codes for Emphasised print would be:

CTRL-U/FTCN-R/CTRL-U/E.(Don't type the "/"'s)

These Special Characters can be installed anywhere in the text, as they do not print upon output, just as the "re-defined" characters used with the Trans-Literate command are "invisible".

There are plusses and minuses to using the Special Character mode against using the Transliterate command. The TL commands are more versatile, and can easily be made to send a complicated sequence of ASCII values, where using 5-0 mode would get quite tedious each time a lengthy code was sent. Also, a number of TL commands can be stored a separate file, and linked to the document upon printing, thus saving having to re-write them each time. On the other hand, when a relatively short code sequence is needed, S-C is much simpler, and the biggest advantage is that you need not load and run the Text-Formatter, which can be a major obstacle to many. As an example, when you want to just write a little note, and you want it in Emphasised, you can simply start with a CTRL-U/FTCN-R/CTRL-U/"E" and when you use the FF command, get a nice dark print. Another widely used area is when re-formatting paragraphs, such as when modifying margins, and you need to install a Carriage-Return symbol at One way is to move the cursor to the point where the end. you need the symbol, hit CTRL-B (New Paragraph) and then edit out the extra line and spaces. A much simpler way is to just locate the cursor and hit CTRL-U/M/CTRL-U, which will generate a CR symbol.

It is the use of these Special Characters that demonstrate the amazing power and versatility of the this software, once these many features are weeded out from the myriad of functions and commands. It can be very overwhelming to the beginner, and even the experienced user.

The following table lists the 32 available "Special Characters" used to send control characters to your printer.

_					·	·	
	ASCII CODE	KEY TO PRESS	YOU		ASCII CODE	KEY TO PRESS	YOU
	Ø	SHIFT 2	9.		16	SHIFT P	ā
	1	SHIFT A	i		17	SHIFT Q	1
	2	SHIFT B	2		18	SHIFT R	1
	3	SHIFT C	3		19	SHIFT S	3
	4	SHIFT D	4		20	SHIFT T	3
	5	SHIFT E	<b>.</b>	l	21	SHIFT U	a
	6	SHIFT F	6		22	SHIFT V	į
	7	SHIFT 6	<b>;</b>	1	23	SHIFT W	3
	8	SHIFT H			24	SHIFT X	à
	9	SHIFT I	÷		25	SHIFT Y	4
	10	SHIFT J	<b> </b>		26	SHIFT Z	4
	11	SHIFT K	6	1	27	FCTN R	è
	12	SHIFT L	<b>5</b>		28	FCTN Z	è
	13	SHIFT M	R	ł	29	FCTN T	à
	14	SHIFT N	-	1	30	SHIFT 6	_
	15	SHIFT D	•	1.	31	FCTN U	3
	•	•	•	•	-	•	-

TABLE 3 - Special Character Set.

# APPENDIX C

### FORMAT COMMANDS EXAMPLE

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(mg)
]

```
LM 10; RM 70; IN +5; FI; AD TL 123:27,71
.TL 125:27,72
.TL 91:14
TL 93:20
TL 47:15
.TL 92:18
TL 124:27,52
TL 126:27,53
.TL 62:27,69
TL 60:27,70
```

This Word Processor that I'm using is basically a very fancy typewriter. The advantage of a word processor over a ypewriter is it's ability to easily correct mistakes and move blocks of words around. The best way to think of this is to think of a newspaper editor sticking individual rticles onto a blank page using scissors and paste. With a word processor, you just type in a command and the computer will move words, lines, or whole paragraphs around anywhere have you are writing. Then, when you're finished with our work, the computer prints it all out for you. It will even type the envelopes!

One of the other tricks of the printer is that it can rint in lots of different kinds of type. For instance:<

This is normal print style

{This is called double-strike}

WOW! This is the enlarged type!]

∰And look how many letters I can cram into condensed type\

It even does Italics!~ IN +5

Today, most all magazines are built using word processors and authors are using them to write novels. When processors and authors are using them to write novels. When processors and authors are using them to write novels. When processors are used to said: "This book was written on a computer in Sri Lanka (east india) and transmitted over the telephone lines to New York, where it as reviewed, and sent back to India to be edited, and then sent back to New York where it printed and published into a book", And he never had to leave his chair!

If I to write a number of form letters I can even make ach one personal by using the form-letter option which will insert different names into the letter as it prints each mopy. I can also use this printer for creating graphic esigns, to draw pictures, or make graphs.

esigns, to draw pictures, or make graphs.

"^^^^So, you can see, this is a lot more than just a typewriter!

IN +15

^^^^\!See You Later!~

™IN +1Ø

^>>>>

#### Dear Aunt Sue

This Word Processor that I'm using is basically a very fancy typewriter. The advantage of a word processor over a typewriter is it's ability to easily correct mistakes and move blocks of words around. The best way to think of this is to think of a newspaper editor sticking individual articles onto a blank page using scissors and paste. With a word processor, you just type in a command and the computer will move words, lines, or whole paragraphs around anywhere in whatever you are writing. Then, when you're finished with your work, the computer prints it all out for you. It will even type the envelopes!

One of the other tricks of the printer is that it can print in lots of different kinds of type. For instance:

Thus is normal print style

This is called double-strike

WOW! This is the enlarged type!

And look how many letters I can cram into condensed type

It even does Italics!

Today, most all magazines are built using word processors and authors are using them to write novels. When Arthur C. Clark wrote his latest book, "2010 Odyessy II", he included a note on the back cover that said: "This book was written on a computer in Sri Lanka (east india) and transmitted over the telephone lines to New York, where it was reviewed, and sent back to India to be edited, and then sent back to New York where it printed and published into a book", And he never had to leave his chair!

If I to write a number of form letters I can even make each one personal by using the form-letter option which will insert different names into the letter as it prints each copy. I can also use this printer for creating graphic designs, to draw pictures, or make graphs.

So, you can see, this is a lot more than just a typewriter!

See You Later/



